

**CLASS TITLE:            MOTOR VEHICLE APPEALS OFFICER**

**Class Code: 02527300**  
**Pay Grade: 24A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct impartial hearings for the Department of Administration, Division of Motor Vehicles for the purpose of reviewing appeals from motorists in areas such as suspensions of registrations, licenses, driving permits and handicapped plates; to formulate decisions based on the contents of such hearings; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of Motor Vehicles Administrator with wide latitude for the use of independent judgement; work is reviewed through consultation and written reports for consistency in interpretation and application of laws, policies and regulations.

**SUPERVISION EXERCISED:** Usually none, but may supervise the work of clerical workers assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct impartial hearings for the Department of Administration, Division of Motor Vehicles for the purpose of reviewing appeals from motorists or applicants in areas such as suspensions, revocations and cancellations of registration and operator's licenses and permits.

To make clear to the involved parties the procedures to be followed, the right of the individuals and the issues in question.

To actively participate in the hearings to ensure that all facts and policies in question are fully and openly discussed.

To be responsible for evaluating evidence and testimony presented by the petitioner and/or his attorney and the representatives of the Division of Motor Vehicles.

To be responsible for applying the appropriate laws, rules, or policy to individual cases and render a decision which may sustain, modify or overrule the original decision made by the ruling court, to be responsible for composing written reports on each containing the issues involved, the relevant facts brought forth at the hearing, the pertinent provisions in laws and division policy, and the reasoning which led to the decision.

To be responsible for preparing any correspondence necessary for the implementation of the decision.

To be responsible for being aware of any court decisions or changes in departmental, state, or federal law and/or policy which might effect the hearings procedures.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the Motor Vehicle Code, Federal laws, regulations and policies as they pertain to the hearing procedures on determinations of suspensions, cancellations and revocations of registrations, licenses and operator permits; a working knowledge of the motor vehicles practices, and the ability to apply them effectively in rendering objective decisions resulting from the appeal process involving eligibility for restoration of licenses, registrations and permits; the ability to conduct impartial hearings; the ability to organize, analyze, and evaluate the facts presented at such hearings; the ability to maintain consistent interpretations and applications of agency, state and federal laws policies, and guidelines in the areas of Motor Vehicle Law; the ability to

prepare clear written reports of the issues raised at each hearing, and the reasoning leading to the decision; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible decision making position involving the application of motor vehicle laws, rules, and policies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03